



CITY OF
PULLMAN
WASHINGTON

HIGH Tech,
HIGHER Education and
HIGHEST Quality of Life

THE POSITION

ABOUT PULLMAN

CITY SUPERVISOR

\$103,308-\$132,864

Pullman is located in the rolling hills of southeastern Washington and is the home of Washington State University. Spokane is located approximately 80 miles to the north, and Moscow, Idaho, is 8 miles to the east.

The community consists of a population of 32,110. The city covers an area of 10.51 square miles. There are 18 distinct parks and natural areas encompassing more than 100 acres.

The City and University provide an abundance of recreational, cultural, and community events, which include PAC-12 sports, arts, and entertainment.



The city of Pullman employs 233 regular full-time and part-time employees and approximately 140 seasonal employees.

The City operates under a Mayor and Council form of government with eight elected positions. The Mayor and one councilmember are elected at-large, the six remaining councilmembers are elected by ward or geographic district.

THE CANDIDATE

The City of Pullman is an Equal Employment Opportunity employer. If you have a disability for which you will need reasonable accommodation, please provide the ADA coordinator with your request in sufficient time for the city to provide a reasonable accommodation.
(509) 338-3207;
Telecommunications Device for the Deaf (TDD)
1-800-833-6388.

The City of Pullman is seeking a City Supervisor to fill the position of our retiring City Supervisor. The ideal candidate will have proven leadership skills and the ability to effectively manage the resources available to him/her. Direct supervision is exercised over all city departments including public works, finance, human resources, legal, public services, police, fire, planning, transit, and library. The ideal candidate will possess excellent communication skills; program planning, implementation, and evaluation skills; and leadership/motivational skills in a team management environment.

The City Supervisor must have a strong knowledge of municipal government organization, authority, functions, and relationships with other governmental jurisdictions; the principals and practices of goal setting, program planning/implementation/budgeting, and management by objectives and results; labor law and bargaining techniques; economic development programs and strategies; and organizational management theory.

(A detailed classification specification is available upon request.)

EDUCATION

Bachelor's degree in political science, public administration, or a related area. A Master's Degree in a relevant field is preferred.

EXPERIENCE

Four years of experience in municipal government administration as a City Manager or City Supervisor; assistant City Manager or City Supervisor; or department manager; or, substituting major course work at the graduate level in public administration for up to two years of the experience; or, any satisfactory equivalent combination of experience and training.

THE DUTIES

Supervises, administers and coordinates the work of city departments; conducts annual performance evaluations, holds administrative conferences and employee meetings as needed on a wide variety of issues.

Initiates new administrative programs, policies, and projects and assigns to appropriate staff person for completion; evaluates program accomplishments.

Works to develop a work environment which fosters productivity and high morale; responds to concerns raised by employees during individual or group meetings.

Develops policy proposals for City Council consideration; organizes and participates in the Council's annual goal-setting process; attends City Council meetings and reports regularly to the Mayor and City Council on the status of projects.

Develops jointly with the Mayor and Finance Director a budgeting approach and oversees administration of the adopted budget.

Responds to inquiries from the public and the media; gives presentations to community groups; organizes and conducts tours of city operations.

Works with other major employers on issues of mutual interest; provides input to the legislature on issues of legislative concern to the city; maintains a good working relationship with other public/private organizations in the area.

Represents the City at various community meetings and functions; performs interagency work with other public organizations, multi-agency groups and private organizations.

THE BENEFITS

Current benefits include comprehensive medical, dental, and vision insurance.

- 11 paid holidays.
- Participation in the public employees retirement system.

TO APPLY

To be considered for this position, candidates are required to submit a completed City of Pullman application packet including an application, supplemental questionnaire, cover letter, and résumé by 5 p.m. on the closing date. To request a confidential application packet, please call the Human Resources Department at (509) 338-3207.

Please submit your application packet to:

City of Pullman
Human Resources Manager
325 SE Paradise St.
Pullman, WA 99163

<http://www.pullman-wa.gov>

CLOSING DATE: October 7, 2016 POSITION BEGINS: January 1, 2017